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TO: All Employees of CIA

FROM: Director of Central Intelligence

SUBJECT: Program to Encourage the Development of CIA Language Resources

The intelligence profession requires large numbers of persons with operative proficiency in foreign languages. In order to build Agency competences in languages of concern to intelligence, I have directed the establishment of a program to encourage the development of CIA language resources.

THE PROGRAM This program provides recognition of individual effort directed towards maintenance, or development and maintenance of comprehensive fluency (reading, speaking, writing, comprehending: all four) in selected foreign languages. The program's objectives are (a) to create a reserve of language competence in usual and unusual languages for unforeseeable needs anywhere within the Agency, (b) to improve the quality of language competence required for effective fulfillment of the Agency's responsibilities, and (c) to award all persons acquiring fluency to meet current and foreseeable requirements.

All Career Staff employees may qualify for awards in approved languages that are not native to them for maintaining or acquiring fluency during employment by CIA, since September 18, 1947. Eligibility is not affected by whether acquisition of fluency is to meet the requirements of a given position or, without relation to current assignment, is to contribute voluntarily to the development of the Agency's Language Reserve. Eligibility is not affected by grade or position.

Awards may be acquired semi-annually and annually. Awards will accord with a graduated schedule according to (a) degree of fluency for which an individual qualifies, and (b) comparative difficulty of the language, and will range from \$200 to \$800 a year. Individuals will qualify for each award by performance in a standard, objective Foreign Language Proficiency Test. This performance will become a matter of record in a Language Specialists' Roster.

All employees desiring to prepare to qualify may apply for approval to take advantage of the Agency's language training program, and supervisors are encouraged to permit employees reasonable opportunity to participate in the program.

To accelerate development of a Language Reserve in the more difficult as well as the more unusual languages, intensive training of

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from one to two years may be authorized for a few carefully selected Career Staff Employees with exceptional qualifications for advanced development as language officers.

**Administration:** This program will be administered by the Director of Training. He will develop and establish policies, standards, and procedures for the conduct of this program, including determination of levels of language proficiency to be recognized according to an established schedule of awards; provision of language proficiency tests as the basis for authorizing payment of appropriate awards and for developing a CIA language specialist's roster; and establishment of criteria for selection of exceptionally qualified individuals to be trained as language officers in designated languages under this program.

The Director of Training will transmit a record of language proficiency test results to the Director of Personnel, who will include the record with other employee qualification data for the information and use of the Agency.

ALLEN W. DULLES

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